

February 2020



Regional Continuing Professional Development (CPD) Activity Grant

Guidelines & Application Form
(for activities taking place between the following dates)
April 1, 2020 – March 31, 2021

GUIDELINES

Continuing Professional Development (CPD) grants are provided to physician organizations to assist in the development of accredited learning events (excluding self-accredited activities and visiting professors). These learning events must be developed to meet the educational and ethical standards established by the Royal College for **accredited activities** within Section 1 or Section 3 of the [Maintenance of Certification \(MOC\) Program](#).

General Policies

All learning activities must:

- Be reviewed and approved by [a Royal College Accredited CPD Provider](#), (therefore self-approved activities such as rounds and journal clubs are not eligible for this grant);
- Have a defined target audience that includes Royal College specialists; and
- Be at least 3 hours in duration (Section 1 activities).

CPD Activity Grant Eligibility

- Each applicant must be a national, regional or provincial organization that meets the Royal College definition of a [physician organization](#);
- If national, the organization must apply for funding from the region in which the activity will take place;
- To conform to Canada Revenue Agency requirements, physician organization applicants that do not hold charitable status may receive CPD Activity Grants only where a signed Agency Agreement is in place. The Royal College will provide a template for this agreement.
- Each department within a faculty is considered an individual applicant;
- The activity must meet the accreditation standards of the Royal College for Section 1 (group learning) or Section 3 (assessment activities);
- The activity must occur in the region where the application was sent for review; and
- The applicant is eligible to receive a CPD grant once every 2 years.

Application Process

- A Royal College Continuing Professional Development (CPD) Activity Grant application form must be completed and forwarded to the Royal College by a Fellow in good standing who is the chair or member of the planning committee.
- This application form must be submitted at least 4 weeks in advance of the start (or launch) of the planned event/activity.

Acknowledgment

Where applicable, all successful applicants must agree to acknowledge the Royal College's grant in support of the event/activity by displaying the Royal College logo, or, if logos are prohibited, by listing the Royal College name on the sponsor page of the program (or website), separate to the scientific content. Where permitted, Royal College logo files will be provided to successful applicants.

Grant Amount and Conditions

All successful grant applicants will receive up to **\$2,000**. The amount awarded will be based on the following criteria:

- The total amount of industry funding;
- The anticipated expenses in relation to anticipated revenue; CPD Activities that have a budgeted surplus of 25% or more over total expenses, or a budgeted surplus of at least \$25,000 are still eligible for the grant, however the funding will be capped at \$500.

Within three months of the CPD activity's conclusion (or launch, in the case of on-going activities), the organizers will forward to the Royal College a summary of the evaluation forms outlining the feedback provided by registrants, a final budget and a final program. 100% of the allocated funds will be distributed on receipt of this documentation. Please note that if the documentation is not received with this timeframe, the funding will be reallocated.



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APPLICATION FORM

1. Organization/department requesting this grant: _____
2. Charitable organization: Yes No Charitable Organization Number _____
(If applicant is not a [charitable organization](#), an Agency Agreement is required. A template will be provided. Universities and hospitals and departments are in most cases charitable organizations.)
3. Title of CPD Activity: _____
4. Date and location of CPD Activity (if on-line, provide URL): _____
5. Anticipated total of participants: _____
Percentage of total participants who will be Royal College Fellows: _____
6. **Please include the following documentation with this application:**
 - A copy of materials describing the event/activity, including specific learning objectives and selected educational strategies;
 - A copy of the accreditation letter of approval from an Accredited CPD Provider.
 - Names of Planning Committee members;
 - A copy of the preliminary or final budget for the event/activity outlining anticipated revenue from registrants and industry sponsors and overall expenses for the event and
 - The evaluation form developed for the event/activity.

Note: Agency Agreement shall be provided to non-charity applicants following successful initial review of grant application and must be completed prior to final approval.

The application form must be submitted and signed by the chair or member of the Planning Committee for this CPD activity.

Applicant's Name: _____ Royal College identification #: _____

Title and organization: _____

Address: _____

Email: _____ Telephone: _____

Applicant's signature: _____ Date: _____

Contact: _____ Email: _____

Please send completed application form and required documents **electronically only** to:

(Handwritten applications will not be accepted)

Region 1: British Columbia, Alberta, Yukon Territory and Northwest Territories – rac1chair@royalcollege.ca

Region 2: Saskatchewan and Manitoba – rac2chair@royalcollege.ca

Region 3: Ontario and Nunavut – rac3chair@royalcollege.ca

Region 4: Quebec – rac4chair@royalcollege.ca

Region 5: New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador – rac5chair@royalcollege.ca

Questions about CPD Activity Grants?

Please contact Mrs. Melanie Blackburn, Program coordinator awards@royalcollege.ca or 1-800-668-3740 Ext 355